

**MERIT PROMOTION
VACANCY ANNOUNCEMENT**

**ABERDEEN AREA INDIAN HEALTH SERVICE
DIVISION OF PERSONNEL MANAGEMENT
FEDERAL BUILDING, RM. 309, 115-4TH AVENUE S.E.
ABERDEEN, SOUTH DAKOTA 57401**

ABERDEEN AREA IHS IS A SMOKE FREE ENVIRONMENT

March 7, 2005

POSITION: Utility Systems Repair Operator (WI2209) **LOCATION:** PHS Indian Hospital
Facilities Department
Winnebago, Nebraska

SALARY: WG-4742-10, \$17.65 Per Hour **VACANCY NUMBER:** AO-MPP-05-74-WI

OPENING DATE: Mar. 9, 2005 **CLOSING DATE:** Mar. 29, 2005

Applications and related documents must be received at the above address by 5:00 p.m. on the closing date of this announcement. For information contact Doris Byington at (605) 226-7399. All applications are subject to retention; no requests for copies will be honored. Applications can be faxed to 605/226-7668, **(NOT RESPONSIBLE FOR UNSUCCESSFUL TRANSMISSIONS)**. Applications by e-mail will be accepted. It is the responsibility of the applicant to submit a complete application.

E-MAIL TO: doris.byington@ihs.gov

APPOINTMENT:	WORK SCHEDULE:	AREA OF CONSIDERATION:
<input checked="" type="checkbox"/> Permanent	<input checked="" type="checkbox"/> Full-Time	<input checked="" type="checkbox"/> IHS-Wide
<input type="checkbox"/> Not-To-Exceed The applicant selected for this position may be appointed to either a one year appointment or an appointment in excess of one year, depending on the status of the applicant.	<input type="checkbox"/> Part-Time	<input type="checkbox"/> DHHS-Wide
	<input type="checkbox"/> Intermittent	
	<input type="checkbox"/> May include weekends and/or evenings	

MOVING: Travel will be paid provided all legal and regulatory requirements and travel regulations are met.

CONDITIONS OF EMPLOYMENT:

ON-CALL ☒ YES ☐ NO *call-back duty is defined as irregular or occasional work performed by an employee on a day when the work was not scheduled for the employee. This will require the employee to return to his/her place of employment within the specified timeframes.

- **Must provide AVERAGE HOURS WORKED PER WEEK on application.**

- **Applicants applying for the position may be required to be immunized, for measles and rubella, if he or she provides services or has contact with patients at the service units. Persons born before 1957 are not required to take the measles vaccine or provide proof of immunity. Special consideration may be allowed to individuals who are allergic to a component of a vaccine or have a history of severe reaction to a vaccine or who are currently pregnant.**

GRADE POTENTIAL: XX NO ☐ YES to grade(s) GS-
SUPERVISORY/MANAGERIAL: XX NO ☐ YES

*May require one year probation

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT (TITLE 25, U.S.C. CODE, SECTION 472 AND 473). THE INDIAN HEALTH SERVICE IS AN EQUAL OPPORTUNITY EMPLOYER. THE INDIAN HEALTH SERVICE HAS A ZERO TOLERANCE SEXUAL HARASSMENT POLICY, IHS CIRCULAR NO. 95-11, IN PLACE WHICH IT DISSEMINATES TO ITS EMPLOYEES.

WHO MAY APPLY FOR PERMANENT POSITIONS: (1) Federal employees occupying a permanent position who have competitive civil service status or those who acquired comparable status as a result of serving in an IHS excepted service position on an Excepted appointment; (2) Indian Preference eligibles occupying a temporary position or unemployed; (3) Other sources, e.g., positions covered by severely handicapped; Reinstatement eligibles, etc; (4) Current permanent employees with Indian Preference may also apply under the provisions of the Indian Health Service Excepted Service Examining Plan. Applicants must indicate on their application whether they are applying under the Merit Promotion Plan, Excepted Service Examining Plan, or both. Current IHS employees and those applicants eligible for reinstatement or transfer who do not indicate which procedures they are applying under will be considered under merit promotion only. "Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply."

DUTIES AND RESPONSIBILITIES: Performs a variety of duties as a shift operator associated with the operation of high-pressure steam boilers and major air conditioning systems. Maintains operating conditions, makes adjustments, carries out maintenance, and corrects variations in temperatures and pressures, and makes minor routine and emergency repairs to equipment operated. Independently starts, operates, adjusts, stops, maintains, and performs various operational repairs on three (3), multiple fuel powered, high pressure steam boilers and associated equipment. Observes instruments and maintains records or pressures and temperatures located throughout the flow process. Studies and evaluates readings on a continuing basis to detect system malfunctions. Using manual, automatic, or microprocessor controls or control systems, operators monitor, adjust, and control all phases of boiler plant operations to achieve efficient combustion levels and compliance with air pollution laws or regulations. Performs daily water analysis, using samples from boilers and water softeners, tests for pH, chlorides, alkalinity, hardness, and conductivity, and adjusts chemical feed pumps to maintain proper chemical content. Installs, trouble-shoots, repairs, heating units/systems in boilers which transfer heat-pressure steam to provide heat for multiple buildings. These systems include diesel/natural gas fired boilers, a variety of complex auxiliary components, automatic controls, circulating systems, super heaters, pre-heaters, converters, pumps, piping, etc. Operates maintains, modifies, repairs, and troubleshoots refrigeration and air conditioning equipment for hospital. Monitors pneumatic, electric, and electrical controls including microcomputer control equipments that operates standard electric, and electrical controls including microcomputer control equipment that operates standard electric driven compressors, circulating pumps, steam humidifiers, emergency power generators and auxiliary equipment. Installs, repairs, maintain, and/or replace regular and high pressure piping systems for power boiler, major air conditioning systems, and medial gas systems. Operates Metasys, the environmental monitoring and control system console, and its major components including devices such as a digital computer/monitor, printer, and computer generated graphics, and surveillance; high and low pressure steam boilers and distribution systems; chilled water plants; and facility environmental systems. Collects and maintains utility system outage and performance data from connected systems and assists in data analysis and interpretation such as energy profiles and usage, equipment usage and failure, and maintenance and repairs of limited to moderate complexity on mechanical parts and systems, and performs basic electrical

repairs.

QUALIFICATION REQUIREMENTS: Candidate must meet qualification standards as specified in **OPM Operating Manual** (Qualification Standards for General Schedule Positions) and/or the Excepted Service Qualification Standard:

- Element A:** Ability to do the work of the position without more than normal supervision.
- Element B:** Operation of boilers and auxiliary machinery.
- Element C:** Technical practices
- Element D:** Knowledge of equipment assembly, installation, repair, etc.
- Element E:** Knowledge of preventative maintenance.
- Element F:** Use of measuring instruments.
- Element G:** Ability to interpret instructions, specifications, etc.
- Element H:** Ability to use and maintain tools and equipment.
- Element I:** Knowledge of materials.

EXCEPTED SERVICE QUALIFICATION REQUIREMENTS: Same as above.

Your description of work experience, level of responsibility, and accomplishments will be used to determine that you meet these requirements. Applicants who meet the basic qualification requirements and selective factors described in this announcement will be further evaluated by determining the extent to which their work or related experience, education, training, awards, outside activities, and performance appraisal, etc., indicate they possess the knowledge, skills, and abilities described below. All applicants should provide clear, concise examples that show level of accomplishment or degree to which they possess the KSA's either on their application/resume or as a separate attachment. The information provided will be used to determine the "best qualified" candidates.

LEGAL AND REGULATORY REQUIREMENTS: Candidates must meet time-after competitive appointment, time-in-grade, and qualification requirements by the closing date of the vacancy announcement, if applicable.

HOW TO APPLY: Applicants must submit their applications to the Aberdeen Area Indian Health Service, Division of Personnel Management, Federal Building, RM. 309, 115-4th Avenue, S.E., Aberdeen, South Dakota 57401. **ALL APPLICATIONS MUST INCLUDE ALL THE APPLICABLE DOCUMENTS:**

1. Applicants may submit ONE of the following: a) OF-612, Optional Application for Federal Employment; b) SF-171, Application for Federal Employment; c) Resume; or d) any other written application format.
2. Current Performance Rating, if available.
3. Applicants claiming Indian Preference **MUST** submit along with their application, FORM BIA-4432, Verification of Indian Preference. **BIA FORM-4432 IS THE ONLY FORM OUR OFFICE WILL ACCEPT.** Current IHS employees of Aberdeen and Bemidji Areas need only indicate on their application that verification is on file in their Official Personnel Folder (OPF).
4. If you wish to substitute appropriate education for experience, you **MUST** submit your transcripts along with your application. If your education is appropriate for the position being filled then your education may be substituted for experience.
5. For current or former Federal employees, a copy of your latest Notification of Personnel Action (SF-50B).
6. **VETERAN'S PREFERENCE CERTIFICATION:** Form DD-214 indicating discharge and or Form SF-15, claiming 10-point preference. Veteran's Preference is not applicable to current permanent employees with the Department of Health and Human Services, Federal employees with competitive status or reinstatement eligibles unless you are

eligible for Indian Preference and wish to be considered for the Excepted Service. No preference will be allowed unless a copy of the DD-214 is attached to the application.

EMPLOYMENT OF PEOPLE WITH DISABILITIES:

IHS provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Alice LaFontaine, Selective Placement Officer, at (605) 226-7213. The decision on granting reasonable accommodation will be on a case-by-case basis.

APPLICATION INSTRUCTIONS FOR PUBLIC HEALTH SERVICE COMMISSIONED CORPS CANDIDATES: Applicants should submit the following:

1. Copy of resume or curriculum vitae showing work experience, dates of employment, names and addresses of supervisors, include any education and other information reflecting individual qualifications for consideration.

Commissioned Corp Applicants claiming Indian Preference must submit BIA form 4432 and will be evaluated against existing applicable standards.

INFORMATION REQUIRED ON RESUMES AND OTHER APPLICATION FORMATS:

Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the Personnel Office to make a determination that you have the required qualifications for the position. **Failure to include any of the information listed below may result in loss of consideration for this position. This office will not solicit additional information.**

- a. Announcement Number, Title, and Grade of the job for which you are applying.
- b. Full name, mailing address (with zip code) and day/evening telephone numbers (with area codes).
- c. Social Security Number
- d. Country of citizenship
- e. Veteran's preference
- f. Highest Federal Civilian Grade held (give job series and dates held).
- g. High School - Name, City, State (with zip code), and date of diploma or GED.
- h. Colleges and Universities - Name, City, State (with zip code), majors, type and year of any degrees received (if no degree show total semester/quarter hours earned) (Attached transcripts).
- i. Work experience (paid/non-paid)-Job title (include series and if Federal job), duties, responsibilities and accomplishments (*if you describe more than one type of work, i.e., carpentry and painting, or personnel and budget, write the approximate amount of time your spent doing each*), employer's name and address, supervisor's name and phone number, starting and ending dates (month/year), **AVERAGE HOURS WORKED PER WEEK**, and salary (beginning/ending).
- j. Indicate if we may contact your current and/or former supervisor.
- k. Job-related training courses, skills, certificates, registrations, and licenses (current only), honors, awards, and special accomplishments.

DO NOT SUBMIT POSITION DESCRIPTIONS. All applications must be signed and dated. All material submitted for consideration under this announcement becomes the property of the Division of Personnel Management and is subject to verification. Careful consideration should be given to the information provided; fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and or determination of unsuitability for Federal employment. If position is **RE-ANNOUNCED**, please call the Division of Personnel Management as to status of application.

INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) FOR SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION.

If you are currently a DHHS employee who has received a Reduction in Force (RIF) separation notice or a Certificate of Expected Separation (CES) you may be entitled to special priority selection under the DHHS Career Transition Assistance Program (CTAP). To receive this priority consideration you must:

1. Be a current DHHS career or career-conditional (tenure group I or II) or be a current IHS excepted appointment (with no time limits) tenure group II excepted/competitive service employee who has received a RIF separation notice or a CES and, the date of the RIF separation has not passed and you are still on the rolls of the DHHS. You must submit a copy of the RIF separation notice or CES along with your application.
2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed by the DHHS in the same commuting area (or nationwide for IHS employees GS-09 and above) of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date & meet all the application criteria (e.g., submit all required documentation etc.).
6. Meet the basic qualifications for the position, any documented selective factor, physical requirements with any reasonable accommodation and is able to satisfactorily perform the duties of the position without undue interruption.

INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP).

If you are a displaced federal employee you may be entitled to receive special priority selection under the ICTAP. To receive this priority consideration you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as a RIF separation notice, a letter from the Office of Personnel Management (OPM) or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees.
 - A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
 1. Received a specific RIF separation notice; or
 2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
 3. Retired with a disability and shows disability annuity has been or is being terminated; or
 4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates Retirement in lieu of RIF; or
 5. Retired under the discontinued service retirement option; or
 6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area.
 - OR
 - B. Former Military Reserve or National Guard Technicians who are receiving a

Special OPM disability retirement annuity under section 8337 (h) or 8456 of Title 5 United States Code.

2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date & meet all the application criteria (e.g., submit all required documentation, etc.)
6. Eligible applicants will be considered "well qualified" if their documented experience, knowledge, skill and abilities are comparable to or exceed that described at the acceptable level on the crediting plan for the position to be filled.

THE INDIAN HEALTH SERVICE IS AN EQUAL OPPORTUNITY EMPLOYER.

SUPPLEMENTAL EXPERIENCE STATEMENT
(To accompany application)

UTILITY SYSTEMS REPAIRER-OPERATOR, WG-4742-10

NAME: (First, Middle, Maiden [if any], Last)

MR.:

MRS.:

MISS:

SOCIAL SECURITY NUMBER: _____

NOTE TO APPLICANTS: Use columns II and III to answer the questions in column I. You may use additional sheets of plain paper, if necessary.

<p style="text-align: center;">Column I Questions to Competitors</p>	<p style="text-align: center;">Column II Indicate job number or experience block on application to which this refers</p>	<p style="text-align: center;">Column III In this column, write your answers to the questions in Column I. For schooling, include formal school, trade school, military classes, etc.; state subject, name and address of school, time spent on each subject, and grades. Tell about experience applicable to this position, paid or unpaid, part-time or full-time and in hobbies appropriate to the job.</p>
<p>ELEMENT A. <u>ABILITY TO DO THE WORK OF THE POSITION WITHOUT MORE THAN NORMAL SUPERVISION.</u> Tell about experience you have had that shows you can work on the basis of your own judgment. Show the kinds of work you can do by yourself, without the help of a boss or supervisor. Give examples of the kinds of instructions your supervisor gives you. What responsibility have you been given on jobs in the armed forces, in your community, etc.?</p>		
<p>ELEMENT B. <u>OPERATION OF BOILERS AND AUXILIARY MACHINERY.</u> Have you ever had a “journeyman” rating as a boiler operator or similar type work? If “yes”, tell when, where and how obtained. Show by your experience that you are able to do the full variety of work involved in doing boiler operation duties.</p>		
<p>ELEMENT C. TECHNICAL PRACTICES. Tell how you have gained and used this knowledge from the practical side (as in installing, operating, adjusting, repairing, fabricating, inspecting, etc.) Tell how you gained your knowledge of shop practices, using correct materials, handling different maintenance situations, and “tricks of the</p>		

trade". If you do planning, layouts, or set up, tell the kinds of work you can do this for. Tell about work you have done that required inventing new methods to do tasks that cannot be done in regular ways. Give examples of your requiring use of trade math in making computations such as angles, tapers, and tolerances. Give examples of work you have done (not described before) requiring precise timing, accurate dimensions, precision fit, etc.		
<u>ELEMENT D. KNOWLEDGE OF EQUIPMENT ASSEMBLY, INSTALLATION, REPAIR, ETC.</u> Tell how you have gained and used this knowledge from the theoretical side (as in books or in school). Explain in detail your experience in this element as it applies to equipment, buildings, utilities, etc., in a health care facility. What use have you made of parts manuals and catalogs? To what extent can you use this knowledge on the basis of your own judgment? How much help and explanation must you get from your supervisor? If you have used this knowledge for supervising or instructing others, what supervision or instruction did you give, and to what kind of workers?		
<u>ELEMENT E. KNOWLEDGE OF PREVENTATIVE MAINTENANCE</u> List the types of equipment, buildings, utilities, instructions, etc., which you have maintained or kept in good order. For each type, NOTE job numbers on application, or other information to show where you did it. Give examples of the maintenance work you did. Describe the type of preventative maintenance schedules you followed. Tell about any jobs where you have written up the preventative maintenance jobs you have done where prescribed instructions were not available.		
<u>ELEMENT F: USE OF MEASURING INSTRUMENTS.</u> What mechanical and electrical measuring instruments have you used? What test instruments have you used? For each measuring instruments and testing instrument you have used, give examples of what you used it for and tolerances to which you had to		

test or measure. You should include any experience with instruments for electrical, plumbing, boiler testing, heating and air conditioning testing, etc., and tell your degree of proficiency with the instruments used. Describe any experience you have had in which you taught others how to use testing and measuring instruments.		
ELEMENT G: <u>ABILITY TO INTERPRET INSTRUCTIONS, SPECIFICATIONS, ETC.</u> (Includes Blueprint reading). Tell of what extent and for what purpose you have used blueprints, drawings, or sketches. Tell about your experiences in preparing drawings, plans, or sketches and for what purpose these were prepared. Tell how you use manuals, specifications, etc., to determine the proper material used for each job. Give examples. Tell about your experience in using operating manuals, maintenance manuals, handbooks, work orders, and following preventative maintenance schedules. Give examples of any jobs you have had where you had to interpret prints, sketches, technical manuals, etc., for other employees.		
ELEMENT H: <u>ABILITY TO USE AND MAINTAIN TOOLS AND EQUIPMENT.</u> List the tools and equipment (not described before) that you can use and tell where you have used them. Gives examples of the more difficult work you have done with hand and power tools. To what extent have you adjusted, repaired and maintained tools and equipment? Tell about any jobs where you have instructed others in the use of tools and equipment involved.		
ELEMENT I: <u>KNOWLEDGE OF MATERIALS.</u> List the kinds of materials which you have had to know about, and use such as hardware, plastic, chemicals, lumber, paint, glass, leather, conductors, wiring, tubing, etc. Tell on what jobs you used these. Give some examples to show how you select materials for jobs according to purpose, trade standards, etc. How do you determine working properties, durability and other characteristics of materials.		

After completing the application and this form, look them over carefully to make sure that both have been signed and that you have answered every question. Be sure that you have given complete information about your experience. You cannot be given credit for work you do not tell us about. Don't forget military service, hobbies, volunteer work, etc. All appropriate experience, education and training can be credited whether you were paid or not.

STATEMENTS CONCERNING QUALIFICATIONS WILL BE VERIFIED BY THE OFFICE OF PERSONNEL MANAGEMENT. EXAGGERATION OR MISSTATEMENTS MAY BE CAUSE FOR YOUR DISQUALIFICATION OR LATER REMOVAL FROM THE SERVICE.

CERTIFICATION

I certify that all of the statements made in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.

Date

signature of Applicant (SIGN IN INK)